



DEPARTMENT OF PERSONNEL

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MEMO PERD #16/03

June 6, 2003

TO Department Directors
Division Administrators

FROM Jeanne Greene, Director
Department of Personnel

SUBJECT: Increase to Longevity Pay and New Compensation Schedules for
Classified and Unclassified Employees

The Legislature has approved increases in longevity pay for long-term employees who have 15 or more years of service. Employees who have worked for the State continuously for at least 15 years will see an additional increase of \$25 for each year of service up through their 24th year. Employees who have been employed for at least 25 years will see an additional increase of \$50 for each year of service after 25 years. There will be no change in payments to employees with 8 through 14 years of service. Enclosed is a chart for your review that illustrates the effect of these increases on your long-term employees.

These increases will be effective with the upcoming longevity payments issued on July 11, 2003. In the next couple of weeks, our Payroll Section will be working closely with your payroll representatives to ensure the changes are implemented accurately.

Also enclosed are the compensation schedules for classified and unclassified employees which reflect the increase in retirement contribution rates approved by the Retirement Board last November. The contribution rate for members on the Employer-Paid plan is increasing from 18.75% to 20.25%, and the rate on the Employee/Employer-Paid plan is increasing from 9.75% to 10.50%. There is no increase in contribution rates for police/fire members. These rate adjustments are effective July 7, 2003, for Central Payroll and July 14, 2003, for NDOT.

Additional revisions have been made to the Classified Medical Employees compensation schedules (Pay Policies 6 and 7) and Unclassified Employees compensation schedules (Pay Policies 10, 11, and 12) to reflect changes authorized by the 2003 Legislature in AB555. This bill identifies new titles, changes in titles and adjustments in pay for certain titles. Because these changes go into effect on July 1, 2003, prior to the implementation of the retirement contribution rate increases, it is necessary to generate an additional set of

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compensation schedules for the pay policies referenced above. These schedules will only be used for a short period of time between July 1 and the effective date of the retirement rate increase (7/7/03 for Central Payroll and 7/14/03 for NDOT).

It is also important to note that an ESMT-A form must be completed for each classified medical or unclassified employee affected by a change in title code or adjustment in pay as authorized in AB 555. In addition, as you know, an appointing authority may set the salary for an unclassified employee at or below the authorized maximum salary. If you wish to set the salary of an unclassified employee at a lower rate than the maximum reflected on the compensation schedule, an Employee Status Maintenance Transaction (ESMT-A) document must be submitted, which specifies the salary (i.e., hourly rate) the employee should receive.

SPECIAL NOTE - EMPLOYER-PAID RETIREMENT PLAN: *The retirement rate increase applied to the Employer-Paid retirement plan results in a reduction to employees' hourly rate. As a result, an ESMT-A must be completed for all non-table driven employees (i.e., unclassified, non-classified, or retained-rate employees) to adjust the "PRT" (hourly rate). Failure to adjust employees' "PRT" amount will result in overpayments. Employees on the Employer-Paid Plan that are affected by AB555 will require completion of two ESMT-A's, one effective 7/1/03 and the other effective 7/7/03 (Central Payroll) or 7/14/03 (NDOT) to adjust the "PRT" for the retirement rate increase.*

All ESMT-A's with an effective date of 7/1/03 must be submitted to the Department of Personnel, Records Section, by June 19, 2003, to ensure Records staff have adequate time for final approval of the "PRT" before timesheet entry occurs. ESMT-A's effective 7/7/03 and 7/14/03 must be received by 7/2/03.

Sufficient quantities of compensation schedules have been sent to your agency's designee for compensation schedule distribution for dissemination throughout your agency. If you have any questions regarding the changes to longevity or the compensation schedules, please contact Phil Hauck at (775) 684-0130. Questions regarding the preparation of ESMT's should be directed to Penny Lewsader at (775) 687-4184.

JG:cp

Enclosures

cc: Agency Personnel Liaisons
Agency Personnel Representatives
Agency Payroll Clerks
Phil Hauck, Supervisory Personnel Analyst, Department of Personnel
Penny Lewsader, Manager, Records Section, Department of Personnel

**SCHEDULE FOR JULY 11, 2003,
(AND FORWARD)
LONGEVITY PAYMENTS**

Years of Service	Old Semi-Annual Payment	Increased Amount of Longevity	New Semi-Annual Payment
15	250	25	275
16	275	50	325
17	300	75	375
18	325	100	425
19	350	125	475
20	375	150	525
21	400	175	575
22	425	200	625
23	450	225	675
24	475	250	725
25	500	300	800
26	525	350	875
27	550	400	950
28	575	450	1,025
29	600	500	1,100
30 or more	625	550	1,175